

ENGINEERING COORDINATION MANAGER

DISTINGUISHING FEATURES

The fundamental reason the Engineering Coordination Manager exists is to oversee the professional review of development projects ensuring orderly growth while protecting environmental resources in the Planning and Development Services Department. This classification supervises professional level staff involved in the review of development projects. Work is performed under general supervision by a Planning & Development Director.

ESSENTIAL FUNCTIONS

Ensures civil plans comply with City ordinances, design standards and public hearing stipulations.

Provides accurate and efficient customer service regarding ordinance requirements for development within the City.

Observes, reviews and checks the work of staff members to ensure conformance to standards.

Participates in the development and job enrichment of staff members; establishes performance standards.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

Civil engineering principles and practices;
Basic principles of supervision

Ability to:

operate a variety of standard office equipment, including a personal computer, that require continuous and repetitive eye and arm or hand movement;
maintain regular and consistent attendance and punctuality.

Education & Experience

Any combination of education and experience equivalent to a Bachelor's degree in Civil Engineering, or a related field and registration as a professional engineer and three years of recent and responsible experience in a civil engineering environment with demonstrated ability in project supervision and determining compliance with city codes and ordinances.

FLSA Status: Exempt

HR Ordinance Status: Unclassified